



## Person Specifications

Job Title: Health and Wellbeing Manager

Date Prepared: October 2021

DETAIL		ESSENTIAL or DESIRABLE	EVIDENCE
EDUCATION AND QUALIFICATIONS	BTEC National Certificate or Diploma in Health and Social Care Level 3 or equivalent experience in a health and/or social care setting with older adults.  Minimum of Grade C in Maths and English GCSE	E  E	Application Certificates
EXPERIENCE	In depth experience working in social care supporting adults to live independently, to have included working closely with statutory and voluntary sector organisations to access financial, social and health care resources and guidance.  An excellent track record, with evidence of: <ul style="list-style-type: none"> <li>a working understanding of, and interest in, older people, their situations, and the opportunities they may want and/or need to explore and engage with to live safely in independence.</li> <li>successful interface with other statutory and voluntary sector organisations to achieve person focused outcomes.</li> <li>excellent organisational skills and the ability to use own initiative</li> <li>an inclusive and empathetic style with the ability to support decision making and advocate on behalf of an individual.</li> <li>experience of successfully working in partnership with other teams to deliver person focused outcomes.</li> <li>a commitment to a person-centred approach to deliver high quality services to enable people to lead fulfilling and meaningful lives.</li> <li>understanding of safeguarding and mental capacity with experience of applying these in practice.</li> </ul>	E  E  E  E  E  E	Application Certificates

SPECIFIC SKILLS	<p>Able to evidence:</p> <ul style="list-style-type: none"> <li>• ability to identify and engage with other teams and organisations to share views and approaches.</li> <li>• appropriately engage in ongoing discussion with people living in the community, promoting co-production.</li> <li>• they value and promote effective and respectful relationships between people.</li> <li>• a well-developed sense of their own behaviour and how this impacts on others.</li> <li>• Encouraging and enabling colleagues and people who use services to be involved in the co-production of how the service operates.</li> <li>• they are authentically warm, genuine, trustworthy, honest, reliable, consistent, and caring in all their actions.</li> <li>• ability to take personal charge of key issues ensuring that quality care and support is provided.</li> <li>• able to seek out opportunities for change and innovation, based on the needs and wishes of people who use services, their families and carers</li> <li>• IT literacy specifically Microsoft packages</li> </ul>	E E E E E E E E	Interview
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Ability to use your imagination to engage others.</li> <li>• Ability to make others smile.</li> <li>• Ability to work from the heart.</li> <li>• Ability to make the most of the time you have, to provide positive social interactions.</li> <li>• To be non-judgemental towards others</li> <li>• Ability to listen and respect others' points of view even if you disagree.</li> <li>• Prepared to challenge yourself to try new things.</li> <li>• Reflect on your own work and give and receive constructive feedback to enable team development.</li> </ul>	E E E E E E E	Interview
OTHER FACTORS	<ul style="list-style-type: none"> <li>• Satisfactory DBS check (Enhanced)</li> <li>• Availability to work flexibly, including unsocial hours.</li> <li>• Ability to drive, with a clean licence.</li> <li>• This post requires the post holder to be fully vaccinated against Covid-19 unless clinically exempt.</li> </ul>	E E E E	Certificates Interview Interview

*We reserve the right to request sight of the original documentation specified above as proof of education and qualifications.*